

COUNCIL ON LOCAL MANDATES
CODE OF ETHICS

The Rules of Ethical Conduct that are contained in this Code are in addition to the provisions of the “New Jersey Conflicts of Interest Law” P.L. 1971, c. 182, including those restated in Attachment 1 hereto and made a part hereof.

I. General Provisions applicable to Council Members.

A. Council Impartiality

1. A member shall impartially hear and decide all matters that come before the Council.
2. A member shall perform his/her duties without bias or prejudice. A member shall not, in the performance of Council duties, by words or conduct manifest bias or prejudice, including but not limited to bias or prejudice based on race, sex, religion, national origin, disability, age, sexual orientation or socioeconomic status.
3. A Council member shall neither initiate nor consider *ex parte* communications about substantive matters concerning a pending or impending matter coming before the Council. The Council, or any of its members so authorized by the Council, may with the consent of all parties confer separately with the parties or their counsel in an effort to mediate or settle matters pending before the Council.

- B. Disqualification.** A Council member shall disqualify himself/herself from hearing and deciding any matter when required to do so in accordance with applicable law or this Code of Ethics.

II. General Provisions Applicable to Council Employees

A. Performance of Duties.

1. Council employees shall uphold the Constitutions and laws of the United States and the State of New Jersey, and shall faithfully carry out all duties assigned to his/her function.
2. Council employees shall endeavor at all times to perform official duties honestly, courteously, and with diligence.
3. Council employees shall perform their duties without bias or prejudice. An employee shall not, in the performance of Council duties, by words or conduct manifest bias or prejudice, including but not limited to bias or prejudice based on race, sex, religion, national origin, disability, age, sexual orientation, or socioeconomic status.

- B. Protection of Confidential Information.** A Council employee may not disclose to any unauthorized person for any purpose any confidential information acquired in the course of employment, or knowingly acquired through unauthorized disclosure by another. After termination of employment a Council employee shall not disclose confidential information obtained in the course of employment.

- C. Avoiding Actual or Apparent Impropriety.** A Council employee shall observe high standards of conduct so that the integrity and independence of the Council may be preserved, and shall avoid impropriety or the appearance of impropriety.

D. Avoiding Actual or Apparent Conflicts of Interest. Council employees shall regulate outside activities to minimize the risk of conflict with Council-related duties.

E. Outside Employment.

1. Each full-time Council employee's position with the Council must be the employee's primary employment.
2. Any Council employee wishing to hold outside employment must obtain the consent of his/her supervisor no later than ten days prior to the commencement of that employment.

F. Nepotism. All personnel transactions, including but not limited to selection, appointment, promotion, transfer, and assignment of Council employees, shall be based on bona fide work related factors and shall not be based on personal relationships or on any form of favoritism.

Attachment 1

General Standards of the Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.
applicable to Council members and employees

1. No Council member or employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

2. No Council member or employee should engage in any business, profession, trade or occupation that is subject to licensing or regulation by an agency of State Government without promptly filing notice of such activity with the Executive Commission on Ethical Standards.

3. No Council member or employee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself or herself or others.

4. No Council member or employee should act in his or her official capacity in any matter wherein he/she has a direct or indirect personal financial interest that might reasonably be expected to impair his/her objectivity or independence of judgment.

5. No Council member or employee should undertake any employment or service, whether compensated or not, that might reasonably be expected to impair his/her objectivity and independence of judgment in the exercise of his/her official duties.

6. No Council member or employee should accept any gift, favor, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her official duties.

7. No Council member or employee should knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his/her acts that he/she may be engaged in conduct violative of his/her trust as a Council member or employee.

COUNCIL ON LOCAL MANDATES

Certification of Outside Employment, Business, or License Held

Form to be completed by all Council members and employees, as provided below.

Member/Employee Name _____

Official Title _____ Functional Title _____

Work Phone _____

Work Address _____

Section A. To be completed by Council members and employees.

Do you hold a license, issued by the State of New Jersey or an agency of the State, to practice law, medicine, engineering, accounting, etc. or to conduct a trade such as plumbing, electric, real estate, etc.?

Yes _____ No _____

If yes, please describe the type of license _____

Section B. To be completed by Council employees.

1. Are you, or is any member of your immediate family, an employee or an owner, corporate officer, subcontractor, or agent of any firm that provides goods or performs services to the State or any of its agencies?

Yes _____ No _____

If yes, please provide the name of the employer or firm, the name and relationship of the person associated with the firm (if other than yourself), and the nature of goods or services provided.

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*SIGNED FORMS TO BE FORWARDED TO COUNCIL CHAIR
FOR FILING WITH THE EXECUTIVE COMMISSION ON ETHICAL STANDARDS*